

Fiscal Agent Attachment

The North Dakota Department of Human Services is not requesting that Fiscal Agent services be included as a service within their Independence Plus Waiver. Fiscal Agent services will be provided and North Dakota will claim costs as Administrative Costs. After the waiver application has been approved the North Dakota Department of Human Services will solicit proposals for one provider of statewide Fiscal Agent services. State Request For Proposal procedures will be followed and a contract developed with the successful applicant. Required Duties and Responsibilities that will be addressed in the RFP include:

- Understand the laws, rules and conditions that accompany the use of public resources
- Establish and maintain bonding and registration with the North Dakota Secretary of State
- Utilize accounting systems that operate effectively on a large scale as well as track individual budgets
- Meet the time lines for payments that meet individual needs within Department Of Labor standards
- Develop and implement an effective payroll system that addresses all related tax obligations
- Generate service management, and statistical information and reports
- Provide needed training and technical assistance regarding the role of a Fiscal Agent to clients, their representatives, and others
- Act on behalf of the person/or family receiving supports and services for the purpose of payroll reporting
- Make related payments as approved in the person's budget, authorized by the funding entity
- Generate payroll checks in a timely and accurate manner and in compliance with all federal and state regulations pertaining to "domestic service" workers
- Conduct background checks as required and maintain results on file
- Process all employment records
- Obtain authorization from the individual/person receiving supports
- Prepare and distribute an application package of information that is clear and easy for the individuals hiring their own staff to understand and follow

- Establish and maintain a record for each employee and process employee employment application package and documentation
- Utilize an accounting information system to invoice and receive support funds
- Utilize an accounting and information system to track and report the support funds after expenditures as specified by the funding entity
- Generate a detailed support funds expenditure report to the individual or representatives monthly in a declining balance format
- Withhold, file, and deposit FICA, FUTA, and SUTA taxes in accordance with federal IRS and DOL, and state rules
- Generate and distribute IRS W-2's, Wage and Tax Statements and related documentation annually to all support workers who meet the statutory threshold earnings amounts during the tax year by January 31st
- File and deposit federal and state income taxes in accordance with federal IRS and state Department of Revenue Services rules and regulation
- Assure that employees are paid hourly rates in accordance with the federal and state Department of Labor Fair Labor Standards Act (FLSA)
- Process all judgments, garnishments, tax levies or any related holds on an employee's funds as may be required by local, state or federal laws
- Distribute, collect and process all employee time sheets as summarized on payroll summary sheets completed by the person or his/her representative
- Prepare employee payroll checks, sending them to the client, representative or directly to the employee according to the Plan
- Keep abreast of all laws and regulations relevant to the responsibilities it has undertaken with regard to the required federal and state filings and the activities related to being a Fiscal Agent
- Establish a customer service mechanism in order to respond to calls from individuals or their representative employers and workers regarding issues such as withholdings and net payments, lost or late checks, reports and other documentation
- Customer service representatives are able to communicate effectively with people who have a variety of disabilities
- Have a Disaster Recovery Plan for restoring software and master files and hardware backup if management information systems are disabled so that continuation of payroll and invoice payment systems remain intact